

AUDIOVISUAL CITATION

BUFVC GUIDELINES FOR REFERENCING
MOVING IMAGE AND SOUND



Compiled by: Dr Richard Hewett & Dr Sian Barber
Published by: British Universities Film & Video Council, March 2013



This work by the British Universities Film & Video Council (BUFVC) is licensed under a Creative Commons Attribution-NonCommercial 2.0 UK: England & Wales License

CONTENTS

Introduction	
Chapter 1	
Chapter 2	
Chapter 3	
Chapter 4	
Chapter 5	
Chapter 6	
Chapter 7	
Chapter 8	
Chapter 9	
Chapter 10	
Chapter 11	
Chapter 12	
Chapter 13	
Chapter 14	
Chapter 15	
Chapter 16	
Chapter 17	
Chapter 18	
Chapter 19	
Chapter 20	
Chapter 21	
Chapter 22	
Chapter 23	
Chapter 24	
Chapter 25	
Chapter 26	
Chapter 27	
Chapter 28	
Chapter 29	
Chapter 30	
Chapter 31	
Chapter 32	
Chapter 33	
Chapter 34	
Chapter 35	
Chapter 36	
Chapter 37	
Chapter 38	
Chapter 39	
Chapter 40	
Chapter 41	
Chapter 42	
Chapter 43	
Chapter 44	
Chapter 45	
Chapter 46	
Chapter 47	
Chapter 48	
Chapter 49	
Chapter 50	
Chapter 51	
Chapter 52	
Chapter 53	
Chapter 54	
Chapter 55	
Chapter 56	
Chapter 57	
Chapter 58	
Chapter 59	
Chapter 60	
Chapter 61	
Chapter 62	
Chapter 63	
Chapter 64	
Chapter 65	
Chapter 66	
Chapter 67	
Chapter 68	
Chapter 69	
Chapter 70	
Chapter 71	
Chapter 72	
Chapter 73	
Chapter 74	
Chapter 75	
Chapter 76	
Chapter 77	
Chapter 78	
Chapter 79	
Chapter 80	
Chapter 81	
Chapter 82	
Chapter 83	
Chapter 84	
Chapter 85	
Chapter 86	
Chapter 87	
Chapter 88	
Chapter 89	
Chapter 90	
Chapter 91	
Chapter 92	
Chapter 93	
Chapter 94	
Chapter 95	
Chapter 96	
Chapter 97	
Chapter 98	
Chapter 99	
Chapter 100	

INTRODUCTION

These guidelines represent an attempt to address the growing need for a clear, comprehensive and consistent system for the citation of moving image and sound. Despite the increasing use of audiovisual material in teaching, learning and research in higher and further education, the basic criteria listed in existing referencing systems such as Harvard and Chicago do not fully address the wide range of types and formats that need formal citation, based as they are on standards developed for the written word.

In response to the 2011 HEFCE / Jisc report – **Film and Sound in Higher and Further Education: A Progress Report with Ten Strategic Recommendations** – the HEFCE-funded **BUFVC Guidelines for Referencing Moving Image and Sound** aims to establish an authoritative and accessible set of guidelines that is applicable to a wide range of different users across all disciplines. Covering film, television programmes, radio programmes, audio recordings, DVD extras, clips, trailers, adverts, idents, non-broadcast, amateur and archive material, podcasts, vodcasts and games, it also includes style guidance on citations in reference lists and in-text citation. By following these recommendations, references can be unambiguously traced back to a unique item at any time in the future.

The referencing guidelines that follow, while similar to familiar bibliographic styles used for books and journals, cater expressly for moving image and sound. They are not intended to be prescriptive, but instead aim to encourage best practice in citing any kind of audiovisual item. For more information on the background to the project, please visit bufvc.ac.uk/avcitation.

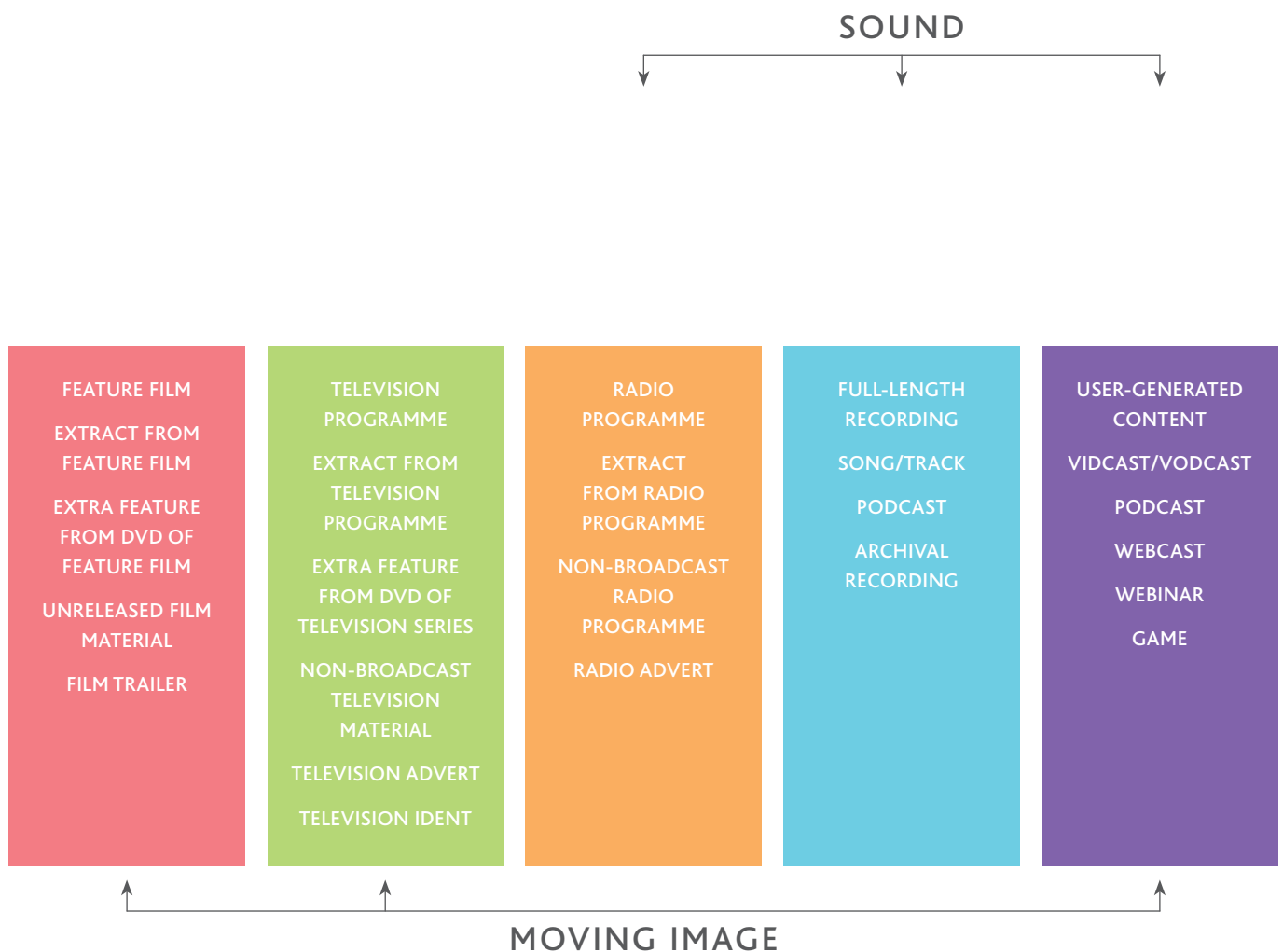
This is the first edition of the guidelines and it will be reviewed periodically. The BUFVC welcomes comments and feedback via avcitation@bufvc.ac.uk, or join the discussion by tweeting [@bufvc](https://twitter.com/bufvc).

“... there is not yet a uniform set of citation standards in education for quoting and referencing either moving images or recorded sound. For academics to gain greater confidence in the use of moving image and sound content in research and publication, they will require the standardisation of citation and the assurance that collections will hold material and sustain collections on the same basis as print material.”

Gerhardt, Paul and Peter B. Kaufman,
Film and Sound in Higher and Further Education:
A Progress Report with Ten Strategic Recommendations
(HEFCE / Jisc, 2011).

TYPES OF AUDIO VISUAL MATERIAL

Audiovisual items fall into two main categories: moving image and sound. These can be split into five sub-groups – Film, Television, Radio, Other Audio (e.g. non-radio recordings) and New Media (e.g. online, digital) – some of which can overlap. When deciding which category your item belongs to, you should first consider what *type* of medium it was originally created or intended for, rather than the *format* in which you have accessed it. For example, a film you have located online belongs in Film, whereas a user-generated mash-up that is only available on YouTube belongs in New Media. Look at the simple guide below to help you choose a category:



HOW TO REFERENCE

Detailed guidelines on what information to include when referencing film, television, radio, other audio and new media are provided on the following pages, along with specific examples. Efforts have been made to standardise the order of fields required, though there is a degree of variance depending on the type of medium, e.g. films have a year of release, while television programmes have a transmission date. The information you need to include for the material being referenced is listed in a specific order, e.g. title before production credit, production company before country of production, and so on. An example of this for referencing is shown below:

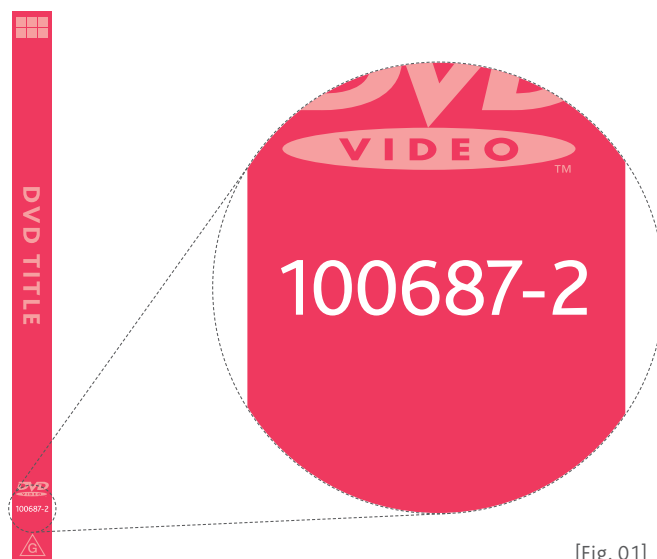
Given Title or 'Clip Title', *Film Title* [type, format] Production credit. Production Company/Sponsor/Private, Country of production, year of release. Duration. Start-end timings of extract. [release information, e.g. production company, catalogue number, date of specific edition] or point of access, e.g. archive collection, archive reference, or name of private collection, or original web URL (date of access).

PLEASE ADHERE TO THE FOLLOWING GUIDELINES WHEN COMPILING YOUR REFERENCE:

- Information highlighted in **colour** is mandatory; if you do not know this information, you must indicate it with n.k. (for 'not known'). Information *not* highlighted in **colour** should be included where known (or relevant).
- **Given Title** refers to a title created by the user, in the case where a title does not already exist. Given titles should be in plain text, episode or track titles in 'single quotation marks', while the main title should be in *italics*.
- **Type and format** should be enclosed in square brackets. Where type is the same as format, e.g. a television or radio programme that was accessed in real time, only type should be given. *To avoid confusion between the type of item and the format in which it can be accessed, see*
- An **extract** is a particular sequence within a full-length item that is being referenced, e.g. a scene (or even a single frame) from a film or television programme. Start and end timings should be given for extracts. A **clip** is an incomplete audiovisual item. An example of a clip might be a YouTube video that is ten minutes long, and originally came from a longer film.
- For more than two production companies, countries of production or production credits, use 'et al.'
- All moving image material is assumed to be in colour and with sound, unless otherwise stated.

HOW TO REFERENCE

- Where several **production credits** are possible (e.g. contributor, performer, etc.), you should decide whom it is most appropriate to include, e.g. the most significant person involved in the creation of this item. For a feature film this is usually the director, but for a DVD commentary you should name the contributor, and for a DVD extra documentary the interviewee(s). See
- **Transmission times** follow the 24-hour model, e.g. 21.00.
- **Transmission information** (channel and date) is not applicable to non-broadcast material.
- Dates follow the European format, e.g. dd/mm/yyyy. If you know the month and year but not the specific day, the latter can be indicated with question marks, e.g. ??/mm/yyyy.
- **Duration** should be given in minutes (mins) and seconds (secs).
- **Start and end times** for extracts should be given in hours, minutes and seconds, e.g. hh:mm:ss-hh:mm:ss. If you wish to cite an individual frame, append the frame number to the time, in the form: hh:mm:ss:ff
- A **catalogue number** (as used for DVD, VHS and audio release material) is a unique identifier that can usually be found either on the spine of the sleeve or on the face of the disc or cassette; see the example provided. [Fig. 01]
- For **online items**, a webpage address must be given in full. Add a Digital Object Identifier (DOI) number or link, if available (see <http://www.doi.org/> for more information), as this will help uniquely identify the item, even if the URL becomes invalid.
- You should provide a **date of access** for online materials, but not for material accessed physically in an archive.



[Fig. 01]



• FILM •

WHEN REFERENCING A FILM OR ANYTHING RELATED TO FILM,
YOU SHOULD INCLUDE THE FOLLOWING INFORMATION IN THIS ORDER
(MANDATORY TEXT HIGHLIGHTED IN COLOUR):

Given Title or 'Clip Title', *Film Title* [type, format] Production credit. Production Company/Sponsor/Private, Country of production, year of release. Duration. Start-end timings of extract. [release information, e.g. production company, catalogue number, date of specific edition] or point of access, e.g. archive collection, archive reference, or name of private collection, or original web URL (date of access).

EXAMPLES

FEATURE FILM:

The Wind that Shakes the Barley [feature film] Dir. Ken Loach.
UK Film Council/Sixteen Films et al., UK/Ireland et al.,
2006. 124mins.

EXTRACT FROM A FEATURE FILM:

Le Grande Illusion: Special Edition [feature film
extract, DVD] Dir. Jean Renoir. RAC, France, 1937.
109mins. 00:23:05-00:28:36. [Optimum Releasing,
OPTD 2387, 2006].

FEATURE FILM ON DVD – SPECIAL EDITION OR DIRECTOR'S CUT:

*The Lord of the Rings: The Motion Picture Trilogy: Extended
Edition* [feature film, DVD] Dir. Peter Jackson. New Line
Cinema/Wingnut Films, USA/New Zealand, 2003. 681mins.
[New Line Home Entertainment, EDV 9254, 2004].

EXTRA FEATURES DOCUMENTARY FROM DVD OF A FEATURE FILM:

'*Hitchcock: The Early Years*', *The 39 Steps* [documentary
extra, DVD] Prod. David Lemon. Gaumont British, UK, 1935.
23mins 45secs. [ITV DVD, 3711501363, 2000].

FEATURE FILM WITH A DOI ACCESSED ONLINE:

Jurassic Park [feature film, online] Dir. Steven Spielberg.
Universal, Amblin Entertainment, USA, 1993. 145 mins.
DOI 10.5240/1534-FF7C-1702-2A95-6D72-W
http://bobnational.net/programme.php?archive=53204&view=flash_player (accessed 26/02/2013).

EXTRA FEATURES COMMENTARY FROM DVD OF A FEATURE FILM:

The Player [feature film commentary, DVD]
Contr. Robert Altman, Michael Tolkin. Fine Line Features,
USA, 1992. 119mins. [Pathé, P8690DVD, 2001].



• FILM •

AMATEUR FILM ACCESSED FROM PRIVATE COLLECTION:

The House of Dr Jekyll [amateur film, 16mm]
Dir. Roy Spence. Private, Northern Ireland. 5mins.
Spence Brothers' private collection.

AMATEUR FILM ACCESSED FROM ARCHIVE COLLECTION:

Among the Wicklow Hills [amateur film, Super 8]
Dir. J J Tohill. Eclipse Films, Ireland, 1968. 23mins.
Irish Film Institute.

FILMED PERFORMANCE ACCESSED FROM CATALOGUED COLLECTION:

Ukrainian Choir Singing "O Canada" [filmed performance, digital file] Perf. Cheremosh Dancers. Prod co. n.k., Canada, year n.k. 16mins. Provincial Archives of Alberta, ref. PR1991.0374.0031.

UNRELEASED MATERIAL ACCESSED ONLINE FROM CATALOGUED COLLECTION:

Captured by a German Cruiser [unreleased film, online]
Gaumont Graphic, UK, 15/08/1914. 1min 39secs.
<http://bufvc.ac.uk/newsonscreen/search/index.php/story/383308> (accessed 26/10/2012).

DVD PRODUCED AS PART OF STUDY:

Art and Architecture of the Greek 'Dark Age' [study material, DVD] Dir. John Wyver. The Open University, UK, 2005. 9mins 49secs.

FILM TRAILER FROM DVD OF FEATURE FILM:

Batman [feature film trailer, DVD] Dir. Tim Burton.
Warner Bros, USA, 1989. 1min 46secs. [Warner Bros., D004329, 2005].

FILM TRAILER ACCESSED ONLINE:

Les Misérables [feature film trailer, online]
Dir. Tom Hooper. Working Title Films,
Universal Pictures, USA, 2012. 1min 38secs.
http://www.youtube.com/watch?feature=player_embedded&v=5slbuWpZwjg (accessed 26/09/2012).

FILM – ARTIST INSTALLATION:

The Woolworths Choir of 1979 [film installation]
Creat. Elizabeth Price, Prod co. n.k., UK, 2012. 20 mins.
Turner Prize 2012, Tate Britain.

IN-TEXT CITATION

When providing an in-text citation for film, you should include a title and date in brackets. Whether you use the film release date or format release date depends upon the context in which the material is being cited, e.g. (*The Player*, 1992) for material quoted from the original feature film, or (*The Player*, 2001) for a quotation from the commentary specifically recorded for the later DVD release.



• TELEVISION •

WHEN REFERENCING A TELEVISION PROGRAMME OR ANYTHING RELATED TO TELEVISION, YOU SHOULD INCLUDE THE FOLLOWING INFORMATION IN THIS ORDER (MANDATORY TEXT HIGHLIGHTED IN COLOUR):

Given Title or 'Episode/Clip Title', *Main Programme/Series Title*, Series No. [type, format] Production credit. Production Company/Sponsor/Private, Country of production, transmission time if known, transmission date, transmission channel. Duration. Start-end timings of extract. [release information, e.g. production company, catalogue number, date of specific edition] or point of access if applicable, e.g. archive collection, archive reference, or name of private collection, or original web URL (date of access).

EXAMPLES

TELEVISION PROGRAMME (EPISODE AND SERIES TITLE):

'The Secret You', *Horizon* [television programme]
Dir. Dan Walker. BBC, UK, 21.00, 20/10/2009,
BBC2. 60mins.

EPISODE FROM A TELEVISION SERIES ACCESSED ONLINE (GIVEN TITLE):

Episode 1, *Educating Essex*, Series 1 [television programme, online] Prod. David Clews. TwoFour Broadcast, UK, 21.00, 22/09/2011, Channel 4. 47mins 4secs.
<http://www.channel4.com/programmes/educating-essex/4od> (accessed 26/09/2012).

TELEVISION PROGRAMME ACCESSED ONLINE AS PART OF ONLINE ARCHIVE:

'Roddy Doyle', *Writer in Profile* [television programme clip, online] Pres. David Hanly. RTÉ, Ireland, 10/06/1992, RTÉ 1. 5mins 59secs.
http://www.euscreen.eu/play.jsp?id=EUS_74BF381109E04797841DB8C2E30E20EF (accessed 29/09/2012).

EXTRACT FROM TELEVISION PROGRAMME ACCESSED ONLINE (EXTRACT TITLE):

'Quentin Thomas on How the BBFC Judges Public Opinion', *Dear Censor Timeshift* [television programme extract, online] Prod. Matt Pelly. BBC, UK, 23.25, 11/08/2012, BBC Four. 60mins. 00:17:00-00:19:13.
<http://www.bbc.co.uk/programmes/b0155fss> (accessed 19/11/2012).

EXTRACT FROM TELEVISION PROGRAMME RECORDED OFF-AIR (NO GIVEN TITLE):

The Killer in Me [television programme extract, VHS]
Dir. Matt Calais. ITV Productions, UK, 21.00, 08/11/2007, ITV1. 60mins. 00:02:49-00:05:07. Private off-air recording.



• TELEVISION •

TELEVISED PERFORMANCE ACCESSED FROM ARCHIVE COLLECTION:

Not I [television programme extract, digital file]
Prod. Tristram Powell. BBC, Royal Court Productions, UK, 15/12/1982, tx ch. n.k. Dur. n.k. 00:00:06-00:02:02.
BBC internal archives, production no. LMAF919K/71, viewing copy ref. CC135704.

EXTRA FEATURES DOCUMENTARY FROM DVD OF TELEVISION SERIES:

'Take a Look at the Lawman: The Making of *Life on Mars*, Part 1', *Life on Mars: The Complete Series One - Disc 1* [documentary extra, DVD] Contr. Matthew Graham, Ashley Pharaoh, et al. BBC Wales, UK, 2006. 32mins 45secs. [Contender Home Entertainment, CTD10365, 2006].

EXTRA FEATURES COMMENTARY FROM DVD OF A TELEVISION SERIES:

'Picking It Up', *Bergerac: The Complete First Series* [television programme commentary, DVD] Contr. John Nettles, Robert Banks Stewart. BBC, UK, 18/10/1981, BBC1. 50mins. [BBC Worldwide, CCTV30573, 2006].

TELEVISION ADVERT ACCESSED ONLINE:

'Nimble Bread' [television advert, online].
Premier Foods, UK, c.1970. 29secs.
<http://www.uktvadverts.com/Home/Search.aspx?advert=3> (accessed 10/10/2012).

TELEVISION ADVERT ACCESSED ONLINE FROM ARCHIVE COLLECTION:

'Jobs for Young Girls' [television advert, online].
COI for Department of Employment, UK, 1969. 49secs.
http://www.nationalarchives.gov.uk/films/1964to1979/filmpage_jobs.htm (accessed 10/10/2012).

TELEVISION ADVERT ACCESSED ONLINE IN OFF-AIR RECORDING OF TELEVISION PROGRAMME:

'More Th>n' screened during *Educating Essex* [television advert, online]. 21.00, 22/09/2011, More 4. 20secs.
http://bobnational.net/programme.php?archive=90638&view=flash_player (accessed 29/02/2012).

NON-BROADCAST TELEVISION MATERIAL (AUDIO ONLY) ACCESSED FROM PRIVATE COLLECTION:

'Millicent Martin Singing', *That Was The Week That Was - Goodbye TW3* [television programme clip, audio recording] Perf. Millicent Martin, Comp. Ron Grainer. BBC, UK. 23/11/1963. Dur. n.k. Private collection of Adrian Bishop Laggett.

IN-TEXT CITATION

When providing an in-text citation for television, you should include a title and date in brackets. Whether you use the episode or main title – and the transmission date or format release date – depends upon the context in which the material is being cited, e.g. ('Picking It Up', 18/10/1981) for material quoted from the original transmission, or (Picking It Up', 2006) for a quotation from the commentary specifically recorded for the later DVD release.



• RADIO •

WHEN REFERENCING A RADIO PROGRAMME OR ANYTHING RELATED TO RADIO,
YOU SHOULD INCLUDE THE FOLLOWING INFORMATION IN THIS ORDER
(MANDATORY TEXT HIGHLIGHTED IN COLOUR):

Given Title or 'Episode/Clip Title', *Main Programme/Series Title* [type, format] Production credit.
Production Company/Sponsor/Private, Country of production, transmission time if known,
transmission date, transmission channel. Duration. Start-end timings of extract. [release information,
e.g. production company, catalogue number, date of specific edition] or point of access, e.g. archive
collection, archive reference, or name of private collection, or original web URL (date of access).

EXAMPLES

RADIO PROGRAMME:

'Aspirations of Seven-year-olds, Payscales, Opera Divas: What Do Seven-year-olds Want to Be When They Grow Up?', *Woman's Hour* [radio programme] Prod. Ruth Watts. BBC, UK, 10.00, 26/09/2012, BBC Radio 4. 58mins.

RADIO PROGRAMME ACCESSED FROM ARCHIVE:

Enemy of Cant: A Panorama of Aristophanic Comedy [radio programme, digital file] Prod. Louis MacNeice. BBC, UK, 21.45, 04/12/1946, BBC Third Programme. 90mins. British Library Sound Archive, BBC Recorded Programmes Permanent Library Master Tape T28123.

RADIO PROGRAMME ACCESSED ONLINE:

'Rachel Johnson on Her Latest Book *Winter Games*', *Open Book* [radio programme, online] Pres. Mariella Frostrup. BBC, UK, 15.30, 18/11/2012, BBC Radio 4. 28mins. <http://www.bbc.co.uk/programmes/b01nx3rm> (accessed 19/11/2012).

RADIO PROGRAMME CLIP ACCESSED ONLINE:

'Simone de Beauvoir', *title n.k.* [radio programme clip, online] Contr. Simone de Beauvoir, RTBF, Belgium, 26/01/1961, tx ch. n.k. 3mins 30secs. http://www.euscreen.eu/play.jsp?id=EUS_A3D2A2E960B2437DB9288445F64AFA31 (accessed 21/02/2013).



• RADIO •

EXTRACT FROM RADIO PROGRAMME:

'Rachel Johnson on Her Latest Book *Winter Games*',
Open Book [radio programme extract, online]
Pres. Mariella Frostrup. BBC, UK, 15.30, 18/11/2012,
BBC Radio 4. 28mins. 00:07:00-00:08:30.
<http://www.bbc.co.uk/programmes/b01nx3rm>
(accessed 19/11/2012).

NON-BROADCAST RADIO PROGRAMME ACCESSED FROM ARCHIVE:

'Poetry Reading', *International Poetry Incarnation*
[radio programme, digital file] Contr. Alexander Trocchi,
Paulo Leone, et al., UK. 11/06/1965. Dur. n.k.
British Library, C162/5.

RADIO ADVERT WITH EXACT TRANSMISSION DATE UNKNOWN:

Double, Double, Toil and Trouble [radio advert]
Specsavers, UK, 2009, ??/10/2009, Absolute Radio. 1min.

IN-TEXT CITATION

When providing an in-text citation for radio, you should include a title and the transmission date in brackets. Whether you use the episode or main title depends upon the context in which the material is being cited, e.g. (*Enemy of Cant: A Panorama of Aristophanic Comedy*, 04/12/1946) or ('Rachel Johnson on Her Latest Book *Winter Games*', 18/11/2012).



• OTHER AUDIO •

WHEN REFERENCING OTHER AUDIO OR ANYTHING RELATED TO AUDIO RECORDINGS,
YOU SHOULD INCLUDE THE FOLLOWING INFORMATION IN THIS ORDER
(MANDATORY TEXT HIGHLIGHTED IN COLOUR):

Given Title or 'Track title', *Main Title* [type, format] Production credit. Production Company/Sponsor/Private, Country of production, date of recording if known. Duration. Start-end timings of extract. [release information, e.g. production company, catalogue number, date of specific edition] or point of access, e.g. archive collection, archive reference, or name of private collection, or original web URL (date of access).

EXAMPLES

SPOKEN WORD ALBUM:

The War of the Worlds [spoken word album, LP]
Writ. H. G. Wells, Adapt. Howard Koch, Narr. Orson Welles.
Columbia Broadcasting System, USA, 30/10/1938. 59mins
19secs. [Charisma, DCS 10, 1969].

MUSIC TRACK:

'Romance No.2 in F Major, Op. 50', *Chill with Beethoven*
[music track, CD] Cond. Kenneth Jean, Perf.
Slovak Philharmonic Orchestra. Naxos, UK, 31/01/2006.
4mins 42secs. [Naxos, 8.556790, 2006].

MUSIC TRACK DOWNLOAD:

'Mr Brightside', *Hot Fuss* [music track, online download]
Perf. The Killers, Island Records, USA, 2004. 3mins 42secs.
<http://www.apple.com/uk/itunes> (accessed 26/11/2012).

AUDIO PODCAST OF LECTURE ACCESSED ONLINE:

The Impact of Television: Public Service Broadcasting
[audio podcast, online] Pres. John Ellis. Royal Holloway,
University of London, UK, 22/11/2012. 69mins 10secs.
<http://rhul.hosted.panopto.com/Panopto/Pages/Viewer/Default.aspx?id=811d777a-d203-422a-a752-c3c1328799f1>
(accessed 26/11/2012).

OUTSIDE BROADCAST GOVERNMENT RECORDING ACCESSED FROM ARCHIVE:

'Doorstep Appearance by Margaret Thatcher, 10 Downing
Street', *Government Series* [audio recording, digital file]
Contr. Margaret Thatcher. Central Office of Information
(COI), UK, 22/12/1989. 4mins 28secs. British Library,
COI ref. RAD/89313, archive ref. G4/79/01.



• OTHER AUDIO •

SOUND EFFECT RECORDING ACCESSED FROM ARCHIVE:

'Turdus Merula: Blackbird – Turididae', *European Wildlife WA 2012/16* [audio recording, digital file] Rec. Alan Burbidge. Scotland, 22/05/2012. 1min 30secs. British Library, archive ref. 022A-WA12016X0002-0008M0.

ACCENT AND DIALOGUE STUDY RECORDING ACCESSED FROM ARCHIVE:

'Mr Tickle in a Birmingham Accent', *Evolving English VoiceBank* [audio recording, digital file] Writ. Roger Hargreaves. UK, 23/02/2013. Dur. n.k. British Library, archive ref. A2011-2-23@18-49-25.tickle.wav.

ORAL HISTORY RECORDING ACCESSED FROM ONLINE ARCHIVE:

'The Coronation of Elizabeth II', *Media and the Memory in Wales* [audio recording, online] Int. June Beer. Aberystwyth University, UK, 10/01/2011. 21mins 52secs. <http://www.mediaandmemory.co.uk/contributors/contributor.php?id=cac00132> (accessed 17/01/2013).

IN-TEXT CITATION

When providing an in-text citation for other audio, you should include a title and date in brackets. Whether you use the track or main title – and the recording date or release date – depends upon the context in which the material is being cited, e.g. ('Mr Brightside', 2004) or (*War of the Worlds*, 1969).



• NEW MEDIA •

REFERENCING NEW MEDIA REQUIRES THE INCLUSION OF SLIGHTLY DIFFERENT INFORMATION FROM OTHER SOURCES. FOR USER-GENERATED CONTENT, THE CREATOR (CREAT.) SHOULD BE INCLUDED. THE URL SHOULD BE AS TRANSPARENT AS POSSIBLE, SO VARIANTS SUCH AS TINYURL AND BITLY SHOULD NOT BE USED. WHERE POSSIBLE, REFERENCE THE ORIGINAL SOURCE OF MATERIAL; FOR CONTENT THAT IS AVAILABLE ONLINE RATHER THAN SPECIFICALLY CREATED FOR ONLINE DISTRIBUTION, SEE THE RELEVANT SECTIONS ON FILM, TV, RADIO AND OTHER AUDIO. YOU SHOULD INCLUDE THE FOLLOWING INFORMATION IN THIS ORDER (MANDATORY TEXT HIGHLIGHTED IN **COLOUR**):

Given Title or 'Track title', *Main Title* [type, format] Production credit. Production Company/ Sponsor/Private, Country of production, date created/uploaded/published. Duration. Start-end timings of extract. [release information, e.g. production company, catalogue number, date of specific edition] or point of access, e.g. original web URL (date of access).

EXAMPLES

USER-GENERATED ONLINE CONTENT:

Kittys Meet [user-generated content, online]
Creat. BFvsGF. 19/01/2013, 7mins 28secs.
<http://www.youtube.com/watch?v=34hOyQ7oc2k>
(accessed 21/01/2013).

PODCAST:

'Cheesecake Bobby', *Adam and Joe* [audio podcast, online]
Perf. Adam Buxton, Joe Cornish. BBC, UK, 28/05/2011.
79mins 42secs.
<http://www.apple.com/uk/itunes> (accessed 17/03/2013).

ONLINE-ONLY PROGRAMME (E.G. NETFLIX):

'Chapter 1', *House of Cards* [television programme, online] Perf. Kevin Spacey. US, 01/02/2013. 56mins.
http://movies.netflix.com/WiMovie/House_of_Cards/70178217?mqso=81001339 (accessed 17/01/2013).

VIDCAST:

Episode 300: Spectacular [vidcast, online]
Contr. Andy Walker and Sean Carruthers.
LabRats, 22/05/2012. 21mins 20secs.
<http://labrats.tv/episode/9GNC1-j5KHY/Episode-300-Spectacular> (accessed 26/11/2012).



• NEW MEDIA •

LECTURE (GIVEN TITLE) INCLUDED IN A WEBCAST:

Lecture, *Dan Stone - The Cheese and the Wurst: Nazism and the Holocaust in Contemporary Culture* [webcast, online] Pres. Dan Stone, Backdoor Broadcasting Company, UK, 25/01/2013. 45 mins 38 secs.
<http://backdoorbroadcasting.net/2013/01/dan-stone-the-cheese-and-the-wurst-nazism-and-the-holocaust-in-contemporary-culture/> (accessed 21/02/2013).

GAME:

NCIS – Based on the TV Series [game, Xbox] Creat. n.k. UK.
[Ubisoft, 3000 42196, 2011].

IN-TEXT CITATION

When providing an in-text citation for new media, you should include a title and date in brackets. Whether you use the track or main title – and the recording date or release date – depends upon the context in which the material is being cited, e.g. ('Cheesecake Bobby', 28/05/2011) or (*NCIS – Based on the TV Series*, 2011).

APPENDIX I: GLOSSARY OF TYPES

FILM

amateur film
documentary extra
feature film
feature film clip
feature film commentary
feature film extract
feature film trailer
film/video installation
short film
study material
unreleased film

TELEVISION

documentary extra
non-broadcast television programme
television advert
television ident
television programme
television programme clip
television programme commentary
television programme extract

RADIO

non-broadcast radio programme
radio advert
radio programme
radio programme clip
radio programme extract

OTHER AUDIO

audio podcast
audio recording
music album
music track
spoken word album
spoken word track

NEW MEDIA

audio podcast
game
lecture/seminar/webinar
user-generated content
video podcast (vidcast/vodcast)
webcast

APPENDIX II: GLOSSARY OF FORMATS

audio cassette	HD video	16mm
CD	LP	Super 8
digital file	online	35mm
download	Playstation	VHS
DVD	Shellac Disc	Xbox
EP	single	

APPENDIX III: GLOSSARY OF TERMS / ABBREVIATIONS

Adapt.	adapted by
Cat no.	catalogue number
clip	an incomplete item, i.e. the only part of a longer item that is available for reference
Comp.	composer
Cond.	conductor
Contr.	contributor
Creat.	creator
Dir.	director
DOI	Digital Object Identifier
Dur.	duration
et al.	indicates more than two parties
extract	a particular sequence within a full-length item that is being referenced
Given Title	indicates a title created by the person referencing
Interv.	interviewer
mins	minutes
Narr.	narrator
n.k.	not known
Perf.	performer
Pres.	presenter
Prod.	producer
Prod co.	production company
Prov.	provider
Rec.	recording engineer
ref.	reference
secs	seconds
tx ch.	transmission channel
tx time	transmission time
Writ.	writer
URL	Web address (Uniform Resource Locator)

ACKNOWLEDGEMENTS

With grateful thanks to the members of the steering committee: Ciara Chambers (University of Ulster); John Ellis (Royal Holloway, University of London); Linda Kaye (BUFVC); Hetty Malcolm-Smith (BUFVC); Eve-Marie Oesterlen (BUFVC); Richard Ranft (British Library); Jane Winters (Institute of Historical Research); Chris Willmott (University of Leicester); and Amanda Wrigley (University of Westminster).

Thanks are also due to the various focus group members and remote testers for their valuable feedback, including: James Brand (University of Portsmouth); Sara Cannizzaro (London Metropolitan); Ruth Clark (London College of Music); Claudia Gremler (Aston University); Eleri Kyffin (University of Westminster); Andrew Ormsby (BUFVC); Helen Parker (University of Edinburgh); Nick Pavlovski (Swinburne College of Technology); Ashley Pinn (Aston University); Angela Saward (Wellcome Library); Deborah Stebbing (Anglia Ruskin University); Helen Stephen (Goldsmiths, University of London); Paul Stewart (Sheffield Hallam University); Audrey Stranders (Havering FE College); Janet Waters (Wiltshire College); Kevin Wilson (Goldsmiths, University of London); and Richard Wright (BBC).

DISCLAIMER

Every effort has been made to ensure the accuracy of the information in this publication, which is believed to be correct at the time of printing. The information in this publication is subject to change and the BUFVC reserves the right to introduce such changes. For up-to-date information regarding future revisions please go to bufvc.ac.uk/avcitation

